

APPLYING FOR A CONSULAR REPORT OF BIRTH ABROAD (CRBA)

U.S. Citizens who want to apply for a Consular Report of Birth Abroad must read the information on the following link: <http://caracas.usembassy.gov/crba.html>.

If you meet the requirements to transmit citizenship to your child, please follow this checklist to make sure you have all you need to start the process.

The following documents must be provided in **original and a copy per document**.

- ☐ **DS-2029** ([Application for Consular Report of Birth Abroad of a Citizen of the United States of America](#)), completely **filled out, but NOT SIGNED**. Please read the instructions carefully before filling out this form.
- ☐ **Form DS-11** ([Application for a U.S. Passport](#)), completely **filled out, but NOT SIGNED**.
- ☐ **Form SS-5** ([Application for a Social Security Number](#)), if you want to apply for a social security number. You can expect to get the number assigned from the Social Security Administration within 8 months approximately.
- ☐ Child's Venezuelan Birth Certificate. **It must be Apostilled.**
- ☐ Hospital's Certification of Live Birth.
- ☐ Two color passport –sized photos of the child.
- ☐ U.S. Passport (s) of U.S. citizen parent(s).
- ☐ U.S. Birth certificate, Citizenship or Naturalization Certificate of U.S. citizen parent(s).
- ☐ Valid passport of Non –U.S. citizen parent.
- ☐ Parents' current Marriage Certificate.
- ☐ Parents' divorce and/or death certificates showing the termination of any previous marriages.
- ☐ Documents to prove the physical presence in the U.S.

If you are going to use the exit/entry stamps on your passports to prove the time spent in the U.S., you **must complete** a chart as the **example** shown below.

PHYSICAL PRESENCE						
PASSPORT NUMBER	PLACE	ENTRY DATE	PAGE NO.	EXIT DATE	PAGE NO.	DAYS/YEARS INSIDE U.S.A.

- ☐ Make an appointment through our [online appointment service](#) by selecting “Report of Birth Abroad of a Child of a U.S. Citizen.” If you are going to present more than one child, please make an appointment for each one of them.
- ☐ Pay the processing fee at the Embassy before starting the interview in U.S. dollar or Venezuelan bolivars at the official exchange rate. The fee for a CRBA is \$100.00 USD and the fee for a passport application for a minor is \$105.00 USD, a total of \$205.00 USD.
- ☐ On the day of the appointment, *both parent and the child must be present for the interview, with very rare exceptions.*

Please do not schedule an appointment until you have reviewed the above checklist and have completed the required application forms and obtained the relevant supporting documentation to avoid delays in your process.

Please bring this list with you along with all documents on the day of your appointment.